

FORMAL EEO COMPLAINT FORM

West Virginia EEO Office

1900 Kanawha Blvd, East, Bldg. 5, Room 125, Charleston, WV 25305

Main #304-558-0400 Fax #304-558-1023

It is your RIGHT as a West Virginia state employee to file a Formal EEO Complaint Form if you feel you have been harassed or discriminated against in the workplace on the basis of your age, disability, genetic information, LGBTQ status, national origin, pregnancy, race/color, religion, sex, or retaliated against because you filed an earlier EEO complaint or participated in a protected workplace activity.

A West Virginia state employee who feels he/she has been subjected to unlawful workplace discrimination or harassment **is urged to discuss INFORMAL RESOLUTION and MEDIATION with an EEO Counselor before filing a formal EEO complaint.** Informal Resolution and Mediation are designed to attempt resolution of an EEO dispute more quickly than the formal EEO Complaint and Investigation Process. However, it is your right to forego both informal resolution and mediation.

Once you have completed this form, you may give it to your EEO Counselor, or you may mail it directly to the WV Equal Employment Opportunity Office at the above-listed address, or you may fax to the WV Equal Employment Opportunity Office at the above-listed fax number.

Please fill out this form as completely as possible. Use additional sheets of paper as needed.

Please contact the EEO Office or your agency EEO counselor if you have questions about this form.

Name_____

Home Address_____

Home Telephone Number_____

Other Telephone Number Where You May Be Reached_____

Your Work Telephone Number_____

Email Address_____

Agency Where You Work_____

Your Work Address_____

List the person(s) you allege discriminated against or harassed you.

Name

Work Address

Work Telephone Number

Which of the following best describes why you believe you were discriminated against or harassed:

- ☐ Age (40 +)
- ☐ Disability
- ☐ Genetic Information
- ☐ LGBTQ
- ☐ Military Affiliation
- ☐ National Origin
- ☐ Political Affiliation
- ☐ Pregnancy
- ☐ Race/Color
- ☐ Religion
- ☐ Sex
- ☐ Tobacco Use
- ☐ Other
- ☐ Retaliation (Identify earlier EEO complaint, with date, or protected workplace activity, with date)

On what date(s) did the alleged discrimination/harassment take place? _____

If there was continuing discrimination/harassment, indicate the dates.

Most recent _____

First occurrence _____

Explain the events that occurred. How were you treated differently from other persons at your workplace? You may attach a statement or explanation separately, if you need more space. You also may attach any written documentation pertaining to this matter, such as emails or letters you received, or documentation or notes you made.

List any witnesses you believe have direct knowledge of your allegation whom we may contact for additional information to support or clarify your complaint.

Name	Work Address	Work Telephone Number
------	--------------	-----------------------

<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

What resolution do you seek?

Additional Comments:

Explanation of EEO Investigation Process

The State EEO Investigation Process allows investigators forty-five (45) working days from their appointment date to complete the investigation into this EEO complaint. Should the investigators be unable to complete their investigation within the allotted time period, they may request an extension from the West Virginia Equal Employment Opportunity Office Director. You will be notified if such an extension is requested.

Upon completion of the investigation, a completed EEO Investigative Report and all accompanying investigative materials are submitted to the West Virginia Equal Employment Opportunity Director for review. The EEO Director has fifteen (15) working days to complete his/her review.

Subsequent to the review by the EEO Director, the EEO Investigative Report and all accompanying materials are submitted to your agency administrator or his/her designee for review and action. A decision concerning the actions which may be taken by the agency should be rendered within fifteen (15) working days.

Should the EEO Investigation find that unlawful harassment or discrimination has occurred, you will be notified that the case has been decided and that it has been “substantiated.” Should the EEO Investigation find that there are not sufficient grounds for a finding that unlawful harassment or discrimination has occurred, you will be notified that the case has been “not substantiated.” In either case, you **will not be notified** of any employment action which has been taken against any Respondent(s) in this case, as employment actions are protected under the federal Privacy Act.

I, the undersigned, attest that the information provided in this Formal EEO Complaint is true and accurate to the best of my knowledge.

Signature of Complainant

Date